ATTACHMENT A

PROPOSED ADDITION TO RESEARCH MANUAL

1. To minimize the occurrence of single bidders, TCs shall provide along with each work statement (WS) the names of at least three *qualified* potential bidders who were *not involved* in development of the WS. If a WS is not accompanied by the names of at least three such individuals, it shall not be approved by RAC but sent back to the TCs for this information. These individuals shall be individually notified by the Manager of Research (MOR) when the project is put out for bid.
2. If only one proposal is received when a WS is put out for bid, the MOR shall contact the other listed potential bidders to determine why they did not bid. Based on the responses received or other considerations, RAC may decide without evaluation of the proposal itself not to accept the single bid received.
3. If the information obtained by the MOR does not lead RAC to conclude a priori that a contract should not be awarded, the single proposal will be forwarded to the proposal evaluation subcommittee (PES) of the sponsoring TC for evaluation. If both the PES and RAC give the proposal a score of 80 or higher, and the proposed budget is at or below 110% of the TC estimate provided in the WS, the proposal will be accepted.
4. If both the PES and RAC give the proposal a score of 80 or higher, the proposed budget is above 110% of the TC estimate, and the other bidders stated that they did not bid because they felt only one institution had the qualifications or facilities to do the research, the MOR shall negotiate with the bidder to satisfy himself that the project will be conducted at the lowest possible cost to ASHRAE.
5. If either the PES or RAC gives the proposal a score less than 80, a contract shall not be awarded and RAC shall determine the appropriate next action.

Background

This motion responds to direction to RAC to consider those circumstances under which research contracts should or should not be awarded when only one bid is received. Note that item 1 has already been in effect for about a year. Responses to the MOR's inquiry under item 2 that could lead RAC to reject the proposal include:

a. that the budget estimated by the TC in the work statement was too low. Since many contractors are aware that projects are typically awarded at a price close to or below the estimated budget, potential bidders who thought the budget was too low may not have submitted a bid. Rebidding the project with a more realistic budget might produce more and better proposals.
b. that the work statement scope was vague or too open-ended. Revising the work statement before sending it out for rebid would probably result in an eventual project of greater value to ASHRAE.
c. that the other potential bidders felt that someone else had an inside track with the PES or the TC. In this case, RAC will determine the appropriate action.

Source: https://www.industrydocuments.ucsf.edu/docs/qyxj0001